

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
National Records Center  
P.O. Box 648010  
Lee's Summit, MO 64064-8010



U.S. Citizenship  
and Immigration  
Services

COW2019500638

June 28, 2019

Emma Best  
MuckRock News Dept MR 73635  
411A Highland Ave  
Somerville, MA 02144

Dear Emma Best:

We received your request for information relating to documents generated as part of the creation of the FOIA office. You specifically requested the following:

\*Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership
2. Documents discussing ' proposals and procedures
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and it's creation

\* A copy of the agency's first perfected (successful) FOIA request

\* Copies of other FOIA requests filed before the FOIA request described above

\* Processing notes, search slips and response documents regarding the FOIA requests described above

\* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests

\* A copy of the agency's first successful FOIA appeal

\* Copies of other FOIA appeals received by the agency before the appeal described above

\* Processing notes, search slips and response documents regarding the FOIA appeals described above

\* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals

We may need to contact you at a later date to discuss the scope of your request.

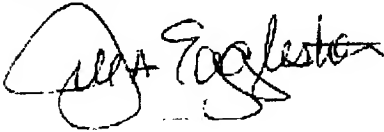
Your request is being handled under the provisions of the Freedom of Information Act (5 U.S.C. § 552). It has been assigned the following control number: COW2019500638. Please cite this number in all future correspondence about your request.

We respond to requests on a first-in, first-out basis and on a multi-track system. Your request has been placed in the complex track (Track 2).



All FOIA/PA related requests, including address changes, must be submitted in writing and be signed by the requester. Please include the Control Number listed above on all correspondence with this office. Requests may be mailed to the FOIA/PA Officer at the PO Box listed at the top of the letterhead, emailed to [USCIS.FOIA@uscis.dhs.gov](mailto:USCIS.FOIA@uscis.dhs.gov), or sent by fax to (802) 860-6908. You may also submit FOIA/PA related questions to our email address at [FOIAPAQuestions@uscis.dhs.gov](mailto:FOIAPAQuestions@uscis.dhs.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Jill A. Eggleston", written over a horizontal line.

Jill A. Eggleston  
Director, FOIA Operations

